

**Texas Education Agency
Standard Application System (SAS)**

014-2016 Technology Lending Program Grant

Program authority:	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	FOR TEA USE ONLY Write NOGA ID here:
Grant period:	October 1, 2014, to August 31, 2016	
Application deadline:	5:00 p.m. Central Time, May 13, 2014	
Submittal information:	Four complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address: Document Control Center, Division of Grants Administration Texas Education Agency 1701 North Congress Ave Austin TX 78701-1494	Place date stamp here. <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> Received Texas Education Agency Document Control Center 2014 MAY -9 PM 11:50 </div>
Contact information:	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

Schedule #1—General Information

Part 1: Applicant Information							
Organization name		County-District #		Campus name/#		Amendment #	
Troup Independent School District		212/904		102, 041			
Vendor ID #	ESC Region #	US Congressional District #		DUNS #			
1756002666	7	1		046209649			
Mailing address				City	State	ZIP Code	
P.O. Box 578				Troup	TX	75789	
Primary Contact							
First name	M.I.	Last name		Title			
Shannon		Capps		Executive Director Technology			
Telephone #	Email address		FAX #				
903-842-3067	Shannon@troupsisd.org		903-842-4563				
Secondary Contact							
First name	M.I.	Last name		Title			
Katie		Prest		Executive Dir Curr & Inst			
Telephone #	Email address		FAX #				
903-842-3067	kpreast@troupsisd.org		903-842-4563				

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Stuart		Bird	District Superintendent
Telephone #	Email address		FAX #
903-842-3067	sbird@troupsisd.org		903-842-4563

Signature (blue ink preferred)

Date signed

Only the legally responsible party may sign this application.

701-14-107-057

Schedule #1—General Information (cont.)

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	<input type="checkbox"/>	<input type="checkbox"/>
9	Supplies and Materials (6300)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Other Operating Costs (6400)	<input type="checkbox"/>	<input type="checkbox"/>
11	Capital Outlay (6600/15XX)	<input type="checkbox"/>	<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
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No fiscal-related attachments are required for this grant.

#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
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No program-related attachments are required for this grant.

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the General and Fiscal Guidelines.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the program guidelines for this grant.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all General Provisions and Assurances requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all Debarment and Suspension Certification requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances
☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the application is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-February 1, 2015), and that 100% of the funds will be expended no later than the end of the 1 st year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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Schedule #5—Program Executive Summary

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Troup ISD is located in rural East Texas with 51.4% economically disadvantaged students (56% of targeted students are economically disadvantaged). Our vision is to equip all students in grades 5-12 with the necessary technology to access and use electronic instructional materials adopted by the school. Through careful coordination of federal, state, and local funds, and conservative fiscal management access to mobile computing devices is readily accessible for grades 7-12 (1:1 access 24/7). However, grade 6 has no 1:1 access for take home technology equipment and digital content in core foundation subject areas; grade 5 students have access to classroom and/or library computers but no lending services. The Technology Lending Program Grant (TLPG) would make TISD's technology vision move closer to reality.

Priority program components for the TLPG, as determined by the technology committee, seemed logical that the next step would be to serve all students in grade 5-6 by: 1) providing access to personal, portable devices such as laptops, 2) accessing digital content, 3) assisting with technical and program support, and 4) making available residential Internet connectivity. **Grade 5 is part of the elementary campus and grade 6 is part of the middle school campus, thus TLPG would serve students on two (2) campuses.**

Digital content through the core foundation areas of English Language Arts and Science classes has been adopted and is currently being used for students in grades 7-8 at Troup Middle School. **While grade 6 at the middle school and grade 5 at the elementary have access to electronic instructional materials in more than one foundation curriculum subject area,** the TLPG would allow for broadening digital content at grades 5-6 for all students.

Equitable access to technology was a constant part of the planning process. All students (including economically disadvantaged or student with disabilities) in grade 7-12 have 1:1 access to checkout (lending) devices such as laptops. The TISD Technology Handbook for Students outlines acceptable use policies including checkout procedures for all students (K-12). The handbook also explains topics such as: availability of access including Internet, Child Internet Protection Act, community use, electronic communications systems, email use, guidelines for safe use, Internet responsible use, laptop use – guidelines for secondary students, netiquette, online harassment, security, insurance, student use agreement & web release form, student publication & media release form, vandalism, and web publishing guidelines (all forms include both student and parent signatures). No grant funds will be used for this component.

Technical and program support for both students and staff will be expanded through activities included in TLPG. The district Technology Integration Specialist's office located on the middle school campus makes access to support easier. This position will also be scheduled time each week to work with grade 5-6 students and provide technical and software support. No grant funds will be used for this component.

The lending process will facilitate the district technology plan by addressing district goals

- Goal 1: All K-12 students will utilize advanced technology resources across the curriculum focusing on research-based instruction and resulting in high academic achievement
- Goal 2: All instructional staff will receive ongoing, sustained professional development in the areas of basic technology skills, integrating technology into teaching and learning, instructional management, and administration.
- Goal 3: Improve and expand opportunities for increased access to technology and district/campus information to promote parental and community involvement in planning and learning.
- Goal 4: District technology infrastructure will be evaluated annually, with updates being implemented as needed, and maintained on a scheduled basis for maximum instructional and informational support.

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Schedule #5—Program Executive Summary (cont.)

County-district number or vendor ID: 212/804

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Funding would specifically address Goal 1 objectives and strategies from the District Technology Plan to advance technology resources (equipment) for grades 5-6.

Objective 1.1: Increase student academic performance through the integration and subsequent mastery of the Technology Applications TEKS in the core curriculum.

Strategy 1.1.1: Students in grades K-12 will utilize digital devices to research, create, and submit assignments as designated by their teachers

Strategy 1.1.2: Troup ISD will communicate to parents the expectations for student utilization & care of email and district technology resources.

Strategy 1.1.3: Students in grades 5-12 will utilize Gaggie.net or a similar email system to communicate with subject matter experts, teachers, and others as is appropriate to instructional needs.

Strategy 1.1.4: Campus administrators, the curriculum director, technology director, and classroom teachers, will assess the infusion of Technology Applications TEKS in the curriculum including patterns of student/educator use of technology tools and resources

Objective 1.2: All secondary students will have expanded curricular opportunities through the use of innovative strategies for delivery of specialized or rigorous courses that otherwise might not be available due to geography, time, or limited resources.

Strategy 1.2.1: Students in grades K-12 will be provided with opportunities for distance learning experiences which involve access to SMEs(subject matter experts) as appropriate to the instructional process.

Strategy 1.2.2: Secondary students will have the opportunity to supplement their course offerings through distance learning provided by the Texas Virtual School Network or Virtual College of Texas, its member entities, or any additional sources available.

Strategy 1.2.5: TISD will plan for and implement a student technology showcase depicting projects created by students through the use of technology and acquisition of 21st Century Skills enabling them to become contributing participants in the global community

Strategy 1.3.3: K-12 instructional faculty will assist administrators in the planning and assessment of technology integration into the classroom regarding the extent to which students meet technology proficiencies.

Strategy 1.3.5: All teachers will promote student centered learning within communities of inquiry which promote collaboration, investigation, and data analysis among students within the same classroom, school, school district, or others outside the district including SMEs.

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Schedule #6—Program Budget Summary

County-district number or vendor ID: 212/904			Amendment # (for amendments only):		
Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32					
Grant period: October 1, 2014, to August 31, 2016			Fund code: 410		
Budget Summary					
Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	\$ 0	\$ 0	\$ 0
Schedule #9	Supplies and Materials (6300)	6300	\$ 100,000	\$ 0	\$ 100,000
Schedule #10	Other Operating Costs (6400)	6400	\$ 0	\$ 0	\$ 0
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	\$ 0	\$ 0	\$ 0
Total direct costs:			\$ 100,000	\$ 0	\$ 100,000
Percentage% indirect costs (see note):			N/A	\$ 0	\$ 0
Grand total of budgeted costs (add all entries in each column):			\$100,000	\$ 0	\$100,000
Administrative Cost Calculation					
Enter the total grant amount requested:					\$100,000
Percentage limit on administrative costs established for the program (15%):					× .15
Multiply and round down to the nearest whole dollar. Enter the result. This is the maximum amount allowable for administrative costs, including indirect costs:					\$15,000

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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Schedule #8—Professional and Contracted Services (6200)			
County-district number or vendor ID: 212/904		Amendment # (for amendments only):	
NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.			
Expense Item Description			Grant Amount Budgeted
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:		\$ 0
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:		\$ 0
62XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply: <input type="checkbox"/> Salaries/benefits <input type="checkbox"/> Other: <input type="checkbox"/> Networking (LAN) <input type="checkbox"/> Other: <input type="checkbox"/> Computer/office equipment lease <input type="checkbox"/> Other: <input type="checkbox"/> Building use <input type="checkbox"/> Other: <input type="checkbox"/> Copier/duplication services <input type="checkbox"/> Other: <input type="checkbox"/> Telephone <input type="checkbox"/> Other: <input type="checkbox"/> Administrative <input type="checkbox"/> Other:		\$ 0
Subtotal of professional and contracted services (6200) costs requiring specific approval:			\$ 0
Professional Services, Contracted Services, or Subgrants Less Than \$10,000			
#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted
1		<input type="checkbox"/>	\$ 0
2		<input type="checkbox"/>	\$ 0
3		<input type="checkbox"/>	\$ 0
4		<input type="checkbox"/>	\$ 0
5		<input type="checkbox"/>	\$ 0
6		<input type="checkbox"/>	\$ 0
7		<input type="checkbox"/>	\$ 0
8		<input type="checkbox"/>	\$ 0
9		<input type="checkbox"/>	\$ 0
10		<input type="checkbox"/>	\$ 0
Subtotal of professional services, contracted services, or subgrants less than \$10,000:			\$ 0
Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000			
Specify topic/purpose/service:			<input type="checkbox"/> Yes, this is a subgrant
Describe topic/purpose/service:			
1	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	\$ 0	\$ 0
	Contractor's subgrants, subcontracts, subcontracted services		\$ 0
	Contractor's supplies and materials		\$ 0
	Contractor's other operating costs		\$ 0
	Contractor's capital outlay (allowable for subgrants only)		\$ 0
Total budget:			\$ 0

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Schedule #8—Professional and Contracted Services (6200)			
County-District Number or Vendor ID: 212/904		Amendment number (for amendments only):	
Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)			
2	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	\$ 0	\$ 0
	Contractor's subgrants, subcontracts, subcontracted services		\$ 0
	Contractor's supplies and materials		\$ 0
	Contractor's other operating costs		\$ 0
	Contractor's capital outlay (allowable for subgrants only)		\$ 0
Total budget:		\$ 0	
3	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	\$ 0	\$ 0
	Contractor's subgrants, subcontracts, subcontracted services		\$ 0
	Contractor's supplies and materials		\$ 0
	Contractor's other operating costs		\$ 0
	Contractor's capital outlay (allowable for subgrants only)		\$ 0
Total budget:		\$ 0	
4	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	\$ 0	\$ 0
	Contractor's subgrants, subcontracts, subcontracted services		\$ 0
	Contractor's supplies and materials		\$ 0
	Contractor's other operating costs		\$ 0
	Contractor's capital outlay (allowable for subgrants only)		\$ 0
Total budget:		\$ 0	
5	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	\$ 0	\$ 0
	Contractor's subgrants, subcontracts, subcontracted services		\$ 0
	Contractor's supplies and materials		\$ 0
	Contractor's other operating costs		\$ 0
	Contractor's capital outlay (allowable for subgrants only)		\$ 0
Total budget:		\$ 0	

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Schedule #8—Professional and Contracted Services (6200)			
County-District Number or Vendor ID: 212/904		Amendment number (for amendments only):	
Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)			
6	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	\$ 0	\$ 0
	Contractor's subgrants, subcontracts, subcontracted services		\$ 0
	Contractor's supplies and materials		\$ 0
	Contractor's other operating costs		\$ 0
	Contractor's capital outlay (allowable for subgrants only)		\$ 0
Total budget:		\$ 0	
7	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	\$ 0	\$ 0
	Contractor's subgrants, subcontracts, subcontracted services		\$ 0
	Contractor's supplies and materials		\$ 0
	Contractor's other operating costs		\$ 0
	Contractor's capital outlay (allowable for subgrants only)		\$ 0
Total budget:		\$ 0	
8	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	\$ 0	\$ 0
	Contractor's subgrants, subcontracts, subcontracted services		\$ 0
	Contractor's supplies and materials		\$ 0
	Contractor's other operating costs		\$ 0
	Contractor's capital outlay (allowable for subgrants only)		\$ 0
Total budget:		\$ 0	
Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$ 0	
Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:		\$ 0	
Subtotal of professional services, contracted services, or subgrants less than \$10,000:		\$ 0	
Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$ 0	
Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:		\$ 0	
(Sum of lines a, b, c, and d) Grand total		\$ 0	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #9—Supplies and Materials (6300)						
County-District Number or Vendor ID: 212/904				Amendment number (for amendments only):		
Expense Item Description						
63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:					Grant Amount Budgeted
	<input type="checkbox"/>	Print shop fees	<input type="checkbox"/>	Technology-related supplies		\$ 0
	<input type="checkbox"/>	Postage	<input type="checkbox"/>	Other:		
	<input type="checkbox"/>	Copy paper	<input type="checkbox"/>	Other:		
6399	Technology Hardware—Not Capitalized					
	#	Type	Purpose	Quantity	Unit Cost	Grant Amount Budgeted
	1	MacBooks	Grade 6 students access to Internet and electronic instructional materials	67	\$1,212	\$99,971
	2	iPads	Grade 5 students access to Internet and electronic instructional materials	49	\$383	
	3				\$	
	4				\$	
	5				\$	
6399	Technology software—Not capitalized					\$
6399	Supplies and materials associated with advisory council or committee					\$ 0
Subtotal supplies and materials requiring specific approval:					\$99,971	
Remaining 6300—Supplies and materials that do not require specific approval:					\$29	
Grand total:					\$100,000	

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Schedule #10—Other Operating Costs (6400)

County-District Number or Vendor ID: 212/904		Amendment number (for amendments only):	
Expense Item Description			Grant Amount Budgeted
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply:		\$ 0
	<input type="checkbox"/> \$ 0	<input type="checkbox"/> Other:	
	<input type="checkbox"/> \$ 0	<input type="checkbox"/> Other:	
6411	Out-of-state travel for employees (includes registration fees)		\$ 0
	Specify purpose:		\$ 0
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations.		\$ 0
	Specify purpose:		
6413	Stipends for non-employees (specific approval required only for nonprofit organizations)		\$ 0
	Specify purpose:		\$ 0
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations		\$ 0
	Specify purpose:		\$ 0
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees		\$ 0
	Specify purpose:		
6429	Actual losses that could have been covered by permissible insurance		\$ 0
6490	Indemnification compensation for loss or damage		\$ 0
6490	Advisory council/committee travel or other expenses		\$ 0
6499	Membership dues in civic or community organizations (not allowable for university applicants)		\$ 0
	Specify name and purpose of organization:		\$ 0
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations)		\$ 0
	Specify purpose:		
Subtotal other operating costs requiring specific approval:			\$ 0
Remaining 6400—Other operating costs that do not require specific approval:			\$ 0
Grand total:			\$ 0

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See [TEA Guidelines Related to Specific Costs](#) for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #11—Capital Outlay (6600/15XX)					
County-District Number or Vendor ID: 212/904			Amendment number (for amendments only):		
15XX is only for use by charter schools sponsored by a nonprofit organization.					
#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
6669/15XX—Library Books and Media (capitalized and controlled by library)					
1		N/A	N/A	\$ 0	
66XX/15XX—Technology hardware, capitalized					
2			\$	\$ 0	
3			\$	\$ 0	
4			\$	\$ 0	
5			\$	\$ 0	
6			\$	\$ 0	
7			\$	\$ 0	
8			\$	\$ 0	
9			\$	\$ 0	
10			\$	\$ 0	
11			\$	\$ 0	
66XX/15XX—Technology software, capitalized					
12			\$	\$ 0	
13			\$	\$ 0	
14			\$	\$ 0	
15			\$	\$ 0	
16			\$	\$ 0	
17			\$	\$ 0	
18			\$	\$ 0	
66XX/15XX—Equipment, furniture, or vehicles					
19			\$	\$ 0	
20			\$	\$ 0	
21			\$	\$ 0	
22			\$	\$ 0	
23			\$	\$ 0	
24			\$	\$ 0	
25			\$	\$ 0	
26			\$	\$ 0	
27			\$	\$ 0	
28			\$	\$ 0	
66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life					
29				\$ 0	
Grand total:				\$ 0	

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

Part 1: Student Demographics. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.

Total enrollment:

Category	Number	Percentage	Category	Percentage
African American	15	N/A	Attendance rate	96%
Hispanic	21	N/A	Annual dropout rate (Gr 9-12)	0%
White	124	N/A	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)	N/A
Asian	2	N/A	TAKS commended 2011 performance, all tests (sum of all grades tested)	N/A
Economically disadvantaged	91	56%	Students taking the ACT and/or SAT	N/A
Limited English proficient (LEP)	9	6%	Average SAT score (number value, not a percentage)	N/A
Disciplinary placements	1	.006%	Average ACT score (number value, not a percentage)	N/A

Comments

Part 2: Students to Be Served with Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public							74	88							162
Open-enrollment charter school															
Public institution															
Private nonprofit															
Private for-profit															
TOTAL:							74	88							162

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Schedule #13—Needs Assessment

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Members of the Troup ISD (TISD) district technology committee (including 4 district/campus administrators, 6 teachers, 2 reps from technology department, and 2 parents) considered needs based on the following **data collection systems**:

Formal Sources

- ♦ STAAR assessment data and benchmarks
- ♦ Digital course content offerings
- ♦ Academic Excellence Indicator System (AEIS) and PEIMS
- ♦ District technology: hardware, software, and infrastructure
- ♦ Professional development records
- ♦ TISD Technology Plan, STaR Chart, Troup ISD Student Technology Handbook, and Texas Long Range Plan for Technology (LRPT)

Informal Sources

- ♦ Teacher surveys/interviews
- ♦ Parent Meetings
- ♦ Student/parent surveys/interviews
- ♦ Site Based Decision Making
- ♦ Public Hearing
- ♦ Technology Task Force
- ♦ Supernet II Consortium
- ♦ Troup-Arp Special Education Co-Op

Technology committee members conducted planning meetings to discuss findings and make recommendations for program development. Ensuring all students have equitable access to lending equipment and Internet at home is a **priority** in achieving state and district technology goals (Grades 7-12 have reached this goal). The next phase would be to serve grades 5-6. **Current achievements** and technology inventory for those grades included:

Grade 6 technologies and services

- * One Windows 2003 server
- * Each teacher has a personal MacBook and PC
- * 6 PC's in library for student use
- * 16 PC's in various classrooms for student use
- * 2 stationary labs with 27 workstations for testing
- * All classrooms have data projectors, Smart Boards
- * 15 Aruba wireless access points on campus
- * 0 teacher MacBooks for teacher checkout
- * MiFi hotspots for teacher connectivity at home
- * Student access to email and electronic drop boxes
- * Grade 6 students have access to check-out Nooks
- * **18% of students have no home Internet**
- * **88 grade 6 students have no lending program**
- * **No teacher or student training on MiFi**
- * **Gr 6 students use electronic instructional materials on a limited basis**
- * **Lack of lending technology has diminished time-on-task for grade 5-6 students**

Grade 5 technologies and services

- * One Windows 2003 sever
- * 1 stationary lab with 25 stations for Tech App instruction
- * 28 MacBooks for teacher checkout through the library
- * 20 Dell Duo tablets for teacher's data collection
- * 2 iPad carts with 25 iPads each for classroom checkout
- * 3 computers for student use in campus library
- * 1 wireless mobile lab for elementary classroom use
- * 3 PC's in each classroom; 1 computer to 7 students
- * **21% of students have no home Internet access**
- * **74 students have no access to checkout equipment**
- * **0 MiFi hotspots for home Internet connectivity**
- * **4 wireless access points**
- * **0 access for electronic homework assignments**
- * **74 students have access to lending programs**
- * **74 students have limited opportunities to participate in electronic instructional materials**
- * **Wait your turn at the 22:3 workstations in the classroom for class projects**

The technology committee assimilated data from current equipment, software, and programs that identified the following **needs (desired accomplishments)** to be addressed through the Technology Lending program Grant (TLPG):

- ♦ Grade 5-6 students need more access to digital content through lending programs to allow time for class assignments
- ♦ All grade 5-6 students need equipment necessary to access and use electronic instructional materials
- ♦ All students need 1:1 24/7 access to Internet for digital coursework and/or electronic materials
- ♦ 100% students need Internet connections anytime/anywhere through loaned equipment
- ♦ Grade 5-6 teachers need more in-depth training on delivery methods and curriculum updates
- ♦ The Technology Integrationist needs to concentrate on the assisting the middle school and elementary school staff especially grade 5-6 students, no additional expense added to the district

The Texas Long Range Plan for Technology (LRPT) goals of engaging in real world learning, supported by modern digital tools through anywhere, anytime connectivity and providing that all learners will have access to relevant technologies, tools, resources, and services for individualized instruction 24/7 were guiding factors in the development of this application for TLPG funding.

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Schedule #13—Needs Assessment (cont.)

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	♦ All grade 5-6 students need equipment necessary to access and use electronic instructional materials	Equitable access to technology was a constant part of the planning process. All students (including economically disadvantaged or students with disabilities) in grade 5-6 will have 1:1 access to lending devices. TLPG funds will be appropriated to purchase the maximum number of iPads for grade 5 & MacBooks for grade 6. TISD acknowledges grant funding will not provide 1:1 devices for all students; therefore IMA and local funds will be used to supplement 1:1 complete implementation.
2.	♦ 100% students need Internet connections anytime/anywhere through loaned equipment in order to move toward implementation of electronic instructional materials	The lending process itself will replicate the process in place for grades 7-12. During a beginning of each school year meeting, students return the student/ parent lending agreements and laptops are distributed. Students are provided a laptop bag to carry the computer and any supporting equipment. All laptops are collected at the end of the year for service.
3.	♦ All grade 5-6 students need 1:1 24/7 access to Internet for digital coursework and/or electronic instructional materials	Residential Internet connectivity will be provided by Verizon MiFi. The district has Verizon MiFi 4G LTE Mobile Hotspot 45101L that allows Internet connectivity wherever the user goes. This mobile hotspot can provide Internet connectivity to the 18% of grade 6 and 21% of grade 4 students that do not subscribe to an Internet at home. Students also have access to the Internet outside of school hours in school parking lots and local business hotspots. No grant funds will be expended for this service, subscriptions for this service are currently in the budget.
4.	♦ Grade 5-6 students need access to digital content in core foundation subject areas through take home technology	Digital content through the core foundation areas of English Language Arts and Science classes has been adopted and is currently being used for students in grades 7-8 at Troup Middle School. The TLPG would allow additional electronic instructional materials in more than one subject area at grade 5-6 and will include digital textbooks, eBooks, Podcasts, digital video content, and other resources as needed. No grant funds will be expended for this program component.
5.	♦ The Technology Integrationist needs to concentrate on the training the staff, no additional expense added to the district	Technical and program support for both students and staff will be expanded through activities included in TLPG. The district Technology Integration Specialist will schedule time each week to work with grade 5-6 teachers and students and provide technical support. No grant funds will be used for this component.

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Section 2: Management Plan				
County-district number or vendor ID: 212/904			Amendment # (for amendments only):	
Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.				
#	Title	Desired Qualifications, Experience, Certifications		
1	Execu Dir Curr and Inst	Ed. D. in Education; 31 years of experience; Holds certifications for math & sociology as well as principal's and superintendent's certifications.		
2	Technology Director	M.Ed. in Educational Technology; 21 years experience in the technology department at TISD, Webmaster of the Troup ISD Website; Certifications 1990 All Level Fine Arts, 1993 Learning Resources		
3	Technology Specialist	District Network Manager received the TCEA Golden Apple Technical Support Person of the Year Technology Integrationist has been helping staff and students integrate tech for 5 years 2 Technology Specialist provide campus support by meeting the needs for staff and students.		
4	Campus Administrators	Elem Principal; 12 years as principal at TISD, M.Ed. and has a TEA Exemplary Campus Middle School Principal; 17 years as principal at TISD, M.Ed.; this campus received Academic Achievement in Math and Academic Achievement in Top 25 Percent Student Progress		
5	Teachers	All 8 teachers involved in implementation of TLPG are SBEC certified and NCLB qualified. Teachers have average of 8 years experience and received high marks on their respective PDAS observations. Unforeseen changes in personnel will be replaced with certified and qualified staff.		
Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.				
#	Objective	Milestone	Begin Activity	End Activity
1	• 100% of grade 5-6 students will have equipment necessary to use digital resources	1. Finalize bids received during planning process	10/13/2014	11/7/2014
		2. Order, receive, and inventory laptops with preloaded software and warranty	11/7/2014	1/16/2015
		3. Order Internet MiFi devices	11/17/2014	12/12/2014
		4. Order carrying cases for laptops	11/1/2014	1/9/2015
		5. Lending process completed	2/16/2015	5/13/2016
2	• 100% of grade 5-6 students will have 1:1 24/7 Internet connections through loaned equipment	1. Enter into service agree with Verizon for MiFi services	1/30/2015	6/30/2016
		2. Order, receive, and inventory MiFi devices	11/17/2014	2/27/2015
		3. Teachers work with students in learning Internet connectivity	2/16/2015	11/13/2015
		4. Parent meeting to distribute laptops to individual students	9/7/2015	10/16/2015
		5.		
3	• 100% of grade 5-6 students will have access to digital content in foundation subject areas	1. Develop curriculum resources on the campus level	10/20/2014	5/15/2015
		2. Distribute laptops to campuses according to program	2/16/2015	4/27/2015
		3. Teachers work with students to access digital content	2/16/2015	5/13/2016
		4.		
		5.		
4	• The Technology Integrationist will provide support for grade 5-6 staff and students	1. Train students on appropriate uses of equipment	2/16/2015	11/11/2015
		2. Train teachers and students how to use MiFi	3/2/2015	11/13/2015
		3. Train teachers relating to classroom use of digital resources	11/3/2014	5/15/2015
		4. Train students in use of digital content before distribution	2/16/2015	10/12/2015
		5.		
5		1.		
		2.		
		3.		
		4.		
		5.		
Grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.				

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Schedule #14—Management Plan (cont.)

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

TLPG will provide a **two (2) campus two (2) grade level program** with equipment, electronic instructional materials in more than one subject area, technical support, and Internet connectivity. The technology task force will be responsible for program evaluation and will use the following key elements for ongoing monitoring and continuous improvement:

- Clear program goals and objectives defined to guide the direction that monitoring will take during implementation
- Establish baseline data with respective tools that will be used in the formative evaluations
- Clearly defined methods and tools for both staff and students that capture data and track the results of monitoring.
- Strong capacity building for all stakeholders so there will be "no surprises" when process concludes
- Effective reporting mechanisms that keep key stakeholders informed
- Bringing timely resolution to findings and issues resulting in immediate improvements
- Taking monitoring results and factoring them into the strategies that lead to program improvement

Data collection methods include: 1) Student lending agreement, 2) Technology Use Snapshot, locally produced form to document weekly technology usage, 3) Artifact Description, locally produced form to document student products, 4) PDAS, and 5) Teacher STaR Chart for participating grade levels

The technology task force will review data collections semi-annually to recommend and implement adjustments as necessary to provide the most effective use of technology. Findings and recommendations will be sent to all stakeholders involved in TLPG including administrators, teachers, technology specialists, and parents through minutes of meetings, emails, or web postings. The Director of Technology will ultimately be responsible for program implementation and adjustments in program offerings. Troup ISD agrees to comply with any reporting and evaluation requirements that TEA may establish and submit those reports in the format and manner TEA requests.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The technology task force as well as grade 5-6 classroom teachers are excited about the possibility of offering students the same advantages currently available to grade 7-12 students. Being a small school, some of the teachers cross over grade levels and can foresee the opportunities grade 5-6 students will have as a result of expanding technology equipment and usage to these grades. Teachers will be given opportunities to work in content area groups familiarizing themselves with equipment, designing curriculum activities, practicing presentations, and designing organization processes.

Troup ISD is committed to providing 1:1 personal computing devices for all students. With carefully coordinated fiscal efforts, completed district efforts are very similar to the planned project. Currently grades 7-12 have access to 1:1 lending laptops with guidelines and procedures in place for check-out, repair, and insurance. The district will replicate guidelines and procedures for the proposed grade 5-6 program.

The district has Verizon MiFi 4G LTE Mobile Hotspot 45101L that allows Internet connectivity wherever the user goes. Currently these capabilities are offered to staff and students in grades 7-12 as needed; new procedures will be implemented to provide these services to students as well. This mobile hotspot can connect up to 10 devices thus providing Internet connectivity to the 18% of grade 5 and 21% of grade 4 students that do not have Internet service. Other Internet hotspots are available at area businesses in the community, as well as the public library.

Furthermore, Troup ISD will continue to coordinate spending, maximizing grant funds by utilizing local funds, refunds from the federal Erate program, and Instructional Material Allotment (IMA) funds to sustain the technology lending program. However, because IMA funds are being used in an equitable manner for all students, these funds will serve as a supplemental funding source to be combined with federal, local, grant, or other resources for the 1:1 lending program.

In addition to the IMA and our local budget, TISD will continue to utilize a large portion of the rebate funds returned to us through the federal Erate program. Over the past two school years \$54,000 has been allocated from the Erate rebates to supplement the 1:1 laptop purchases. TISD board of trustees has been gracious to allocate additional funding to help as well. The district will seek other funding opportunities when available.

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Schedule #15—Project Evaluation

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	Residential Internet usage	1.	Number of MiFi units checked out
		2.	Completed students assignments needing Internet connectivity
		3.	Quality of products as determined by grading standards
2.	Technology Specialists student training sessions	1.	Technology Specialists schedule
		2.	Student survey of effectiveness
		3.	Student Technical Applications TEKS proficiency
3.	Core foundation subject areas using digital content	1.	Class offerings – master schedule
		2.	Curriculum documents
		3.	Internet usage data
4.	Student access to lending equipment	1.	Number of laptops acquired
		2.	Lending Agreements completed
		3.	Technology inventories
5.		1.	
		2.	
		3.	

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Troup ISD will conduct pre & post evaluations to determine change by comparing baseline measurement to the measurement taken after the program. The goal of the evaluation is to determine effectiveness, efficiency, final cost of the program and overall program success. The following items will be used as data collection for the evaluation process:

- **Multimedia Projects** - Research driven, student produced multimedia projects will assist in the documentation of successful technology infusion and increased resources (Internet access).
- **Logs** from campus computer labs and library media centers will be maintained by supervisors and librarians for the purpose of determining increased access to digital resources, equipment, and Internet use.
- **Help Desk Tickets** - The district has developed a form for the purpose of requesting repairs and services from technical support staff. These forms will provide documentation of repair needs, completed work, man-hours used for repairs and troubleshooting, and equipment that should be upgraded and/or removed.
- **PDAS** - Campus principals will document use and integration of technology by educators.
- **Academic Scores** - Student scores from STAAR, SAT, ACT, benchmark, academic grades, and attendance records will mark the impact of increased technology access and implementation.
- **Meeting Minutes** - Minutes from meetings (Campus and District Site-based committees, and Technology Task Force, etc.) will show documentation of implementation, awareness, continued support and funding from key committees.
- **Purchase Orders and Invoices** - These items will be held as documentation of expenditures in the area of technology. District purchasing guidelines will be followed in all technology purchases.
- **Academic Scores** - Student scores from STAAR, SAT, ACT, benchmark, academic grades, and attendance records will mark the impact of increased technology access and implementation.
- **Web Site** - The TISD web page will serve as a means of communicating important information to parents and students.
- **E-mail** - Provides increased communication between faculty and staff as well as the outside world.
- **Surveys** - Provides feedback from parents, students and educators on the purchase, use, and implementation of technology and electronic resources.

The technology committee will review data collections semi-annually to recommend and implement adjustments as necessary to provide the most effective use of technology. Committee findings and recommendations will be sent to all stakeholders involved in TLPG through minutes of meetings, emails, or web postings. The Director of Technology will ultimately be responsible for program implementation and adjustments in program offerings.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Needs have been determined and priority set to address a lending program for grade 5-6 at Troup Middle School and Troup Elementary School mirroring the lending program established for grades 7-12.

Digital content through the core foundation areas of English Language Arts and Science classes has been adopted and is currently being used for students in grades 7-8 at Troup Middle School. **The TLPG would allow for electronic materials access at grade 5-6 for more than one foundation area** and will include digital textbooks, eBooks, Podcasts, digital video content, and other resources as needed. No grant funds will be expended for this program component.

Equitable access to technology was a constant part of the planning process. All students (including economically disadvantaged or student with disabilities) in grade 7-12 have 1:1 access to lending devices such as laptops. TLPG funds will be appropriated to purchase the maximum number of iPads for grade 5 and MacBooks for grade 6 students. TISD acknowledges grant funding will not provide 1:1 devices for all grade 5-6 students; therefore, IMA and local budgets will be utilized to supplement the 1:1 access for these students. Grade 6 students will be fully funded for 1:1 with MiFi access points first. Grade 5 will receive iPads for 1:1 access, partially funded with IMA funds

Residential Internet connectivity for those students not having access at home will be provided this opportunity using Verizon MiFi. The district has Verizon MiFi 4G LTE Mobile Hotspot 45101L (additional hotspots will be purchased with local funds) that allows Internet connectivity wherever the user goes. Currently these capabilities are offered to all staff and students in grades 7-12; new procedures will be implemented to provide these services to students as well. This mobile hotspot can connect up to 10 devices thus providing Internet connectivity to the 18% of 6th and 21% of 5th student homes that do not subscribe to an Internet service or maintain a wireless network. Students also have access to the Internet outside of school hours at school parking lots and local business (such as the Dairy Queen) hotspots. No grant funds will be expended for this service, subscriptions for this service are currently in the budget.

Technical and program support for both students and staff will be expanded through activities included in TLPG. The district Technology Integration Specialist's office will be moved to the middle school campus, making access to support easier. This position will also be scheduled time each week to work with grade 5-6 students and provide support for technical and software issues. No grant funds will be used for this component.

The lending process itself will replicate the process already in place for grades 7-12. Members of the technology department, teachers, and campus administrators meet with the students at the beginning of each school year. During that meeting, the students return the student and the parent lending agreements and laptops are distributed. Students are provided a laptop bag to carry the computer and any supporting equipment. If any issues arise with their laptops during the year, the technology department will troubleshoot and correct any problems that can be handled locally. If a laptop has to be returned to Apple for warranty work or if the laptop must be taken to a certified Apple company for repairs, a loaner laptop is issued to the student. Once the original machine has been repaired, it is returned to the user and the loaner machine is collected.

At the end of each school year, a designated date is set for each grade level involved in the program and students return their laptops for summer maintenance and repairs. During that designated time, a technician meets with each student to review the current status of the laptop and makes note of any damages or repairs needed. This practice has worked really well.

All laptops are insured under the district's insurance policy. Additionally, TISD "self" insures those items that require repair due to negligence or abuse and that do not meet our district's insurance deductible. Students/parents are then required to pay a \$100 fee for those repairs. Other fees that may be charged to students include the power bricks if lost or damaged while the laptop is in the student's possession. Otherwise, students do not pay a usage fee.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

Statutory Requirement 2: If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Through collaborative planning, Troup Independent School District has developed a technology plan to focus on four key areas of technology growth: teaching & learning; educator preparation; leadership, and infrastructure for technology. The Task Force believes balance in these areas is vital while at the same time maintaining a priority of providing students with the most current and relevant technology resources which includes equipment, software, Internet access, online resources and technology support/instruction. The largest part of the technology budget is allotted for equipment and infrastructure as indicated below.

The district will strive to keep technological growth in the district in line with state and national standards. The District Technology Plan is the framework for continued improvement. It will guide the district in any future technological growth. Continued assessment of all four key areas is a necessity. TISD will strive to evaluate students, teachers, administrators, and infrastructure to determine district needs.

Vision Statement for the TISD Technology Task Force

The goal of the Troup Independent School District, in partnership with the community, is to prepare students to be successful and productive citizens. TISD realizes that successful education will be intertwined with technology that connects home, school, and the world. We recognize that technology will be a vital component of a well-balanced educational program. Our vision is to use technology as an enhancement for the foundation of effective education while preparing the students of Troup ISD for achievement in a changing world.

Goals from the approved 2013-2016 Technology Plan submitted to TEA.

Goal 1: All K-12 students will utilize **advanced technology resources across the curriculum** focusing on research-based instruction and resulting in high academic achievement.

Budget for this goal: \$192,750.00

Goal 2: All instructional staff will receive ongoing, sustained **professional development** in the areas of basic technology skills, integrating technology into teaching and learning, instructional management, and administration.

Budget for this goal: \$65,000.00

Goal 3: Improve and expand opportunities for increased **access to technology** and district/campus information to promote parental and community involvement in planning and learning.

Budget for this goal \$35,000.00

Goal 4: District technology **infrastructure** will be evaluated annually, with updates being implemented as needed, and maintained on a scheduled basis for maximum instructional and informational support.

Budget for this goal: \$207,840.00

With the program changes that have been made to IMA and the insight of our administration and technology task force, TISD is able to utilize a portion of the IMA funds to further the 1:1 lending program. However, because IMA funds are being used in an equitable manner for all students, these funds will serve as a supplemental funding source to be combined with federal, local, grant, or other resources for the 1:1 lending program.

In addition to the IMA and our local budget, TISD will continue to utilize a large portion of the rebate funds returned to us through the federal Erate program. Over the past two school years \$54,000 has been allocated from the Erate rebates to supplement the 1:1 laptop purchases. TISD board of trustees has been gracious to allocate additional funding to help as well.

The district also receives a small amount of grant dollars that can be use for instructional purposes. Because the grants are small, we have purchased laptops for up to five teachers, helping the district further classroom instruction. We have learned that every little bit helps.

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By TEA staff person:

Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

TEA Program Requirement 1: Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

District Improvement Plan

Goal 1: At Troup ISD, all students will be insured every resource available to help them achieve academic success

Goal 2: A strong curriculum will be offered, including the integration of technology into the curriculum in an effort to provide increased opportunities for success for all students

Objective A: Each campus will provide a comprehensive core/enrichment curriculum, including technology.

Activity 1: Technology will be integrated into the curriculum throughout the district utilizing various forms of technology and software such as:

- | | |
|--|--|
| • Smart Boards | • Aware |
| • Technology lending programs | • Webpages |
| • Rosetta Stone | • Gizmos Software |
| • TI Smart View & Graphing Calculators | • Skyward Student Production |
| • Gaggie Email & Electronic Collaboration Tools | • Reading Renaissance & Reading Counts |
| • E Instructors | • Technology Application Courses |
| • 1X1 iPads for grade 5 and 1X1 MacBooks for grade 6 for all students in grades 5-12 | • Computer classes for all elementary students |
| • Woogi World | • KnowSys Vocabulary |
| • MyBigCampus | • Study Island |
| • BrainPop | • Collaborize Classroom Resources |

Vision Statement - Troup Independent School District Technology Task Force

The goal of the Troup Independent School District, in partnership with the community, is to prepare students to be successful and productive citizens. TISD realizes that successful education will be intertwined with technology that connects home, school, and the world. We recognize that technology will be a vital component of a well-balanced educational program. Our vision is to use technology as an enhancement for the foundation of effective education while preparing the students of Troup ISD for achievement in a changing world.

The TLPG goals and objectives align with the vision of the district and the technology task force thus setting standards for intertwining the TLPG and district/campus goals. TLGP funds will provide the necessary equipment to access and use electronic instructional materials in order to accomplish:

- Curriculum redesign to include learning at home through electronic devices
- Classroom strategies to include student devices for learning at school and home
- Programs to check-out and use technology and to provide Internet access
- Policies to address the use of technology for home use

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On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

TEA Program Requirement 2: Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided; front side only. Use Arial font, no smaller than 10 point.

Priority, as determined by the technology task force, was given to grade 6 on the middle school campus and grade 5 at the elementary campus. All students in grades 7-12 on the middle school campus and the high school campus are currently being served with a 1:1 24/7 laptop lending program. The district philosophy has been to serve the highest grades first moving technologies down in a systematic approach. The middle school and elementary staff (grade 5-6) are ready and completely committed to serving their students with this program. The 5-6 grade staff fully understands access to at-home Internet connectivity is not possible for all families in the district due to economic situations. Providing Internet access to all students especially economically disadvantaged student would provide learning opportunities and student productivity that extends beyond the walls of the classroom, and thus transformation requires appropriate technology, electronic instructional materials and resources, and connectivity to access the resources.

Equitable access to technology was a constant part of the planning process. 100% students (including economically disadvantaged or student with disabilities) in grade 7-12 have 1:1 access to lending laptops. TLPG funds will be appropriated to purchase the maximum number of iPads and MacBooks for grade 5-6 students. TISD acknowledges grant funding will not provide 1:1 laptops for all 88 grade 6 students and 1X1 iPads for 74 grade 5 students; therefore, the district will supplement TLGP funds to ensure 1:1 access for all grade 5 and 6 students.

Residential Internet connectivity for those students not having access at home will be provided this opportunity using Verizon MiFi. The district has Verizon MiFi 4G LTE Mobile Hotspot 45101L that allows wireless Internet connectivity wherever the user goes by accessing Verizon cell towers. This mobile hotspot can connect up to 10 devices thus providing Internet connectivity to the connectivity to the 18% of grade 6 and 21% of grade 4 students that do not subscribe to an Internet at home. of student homes that do not subscribe to an Internet service or maintain a wireless network. MiFi usage will be prescheduled by the classroom teacher for her students on an as needed basis. The MiFi checkout will ensure all students including economically disadvantaged and students with disabilities have Internet access. No grant funds will be expended for this service, subscriptions are currently in the budget.

Troup ISD policies and practices are targeted at leveraging the growth of technology for learning at school and at home for all students. Professional development activities have incorporated the use of technology for instruction and learning opportunities. Policies updated include curriculum redesign that incorporates new technology, electronic instructional materials, and equipment lending. Internet access programs are growing and becoming more successful each year at TISD.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

TEA Program Requirement 3: Applicant must describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Training is a requirement for students and staff at Troup ISD, and all participants in Troup ISD's lending program are required to complete training before a device is issued. Teachers are involved in professional development geared toward the integration of technology in their curriculum and instructional process. Additionally, staff members attend professional development titled *Technology and the Law for Educators* addressing safety, security, and social networking issues. Likewise, parents and students participate in orientation and training sessions centered on program guidelines, appropriate use, and online safety. While each individual teacher develops his/her own classroom rules, routines, and procedures, **Troup ISD has established basic guidelines for the 7th-12th grade program that will be replicated in the 5th and 6th grade lending program.**

Digital Citizenship and cybersafety are key elements of technology integration and the lending program at TISD. As part of the technology applications integration at Troup Elementary, teachers introduce students to engaging, age appropriate concepts for online safety using digital tools such as *Safe Side* video clips, reinforcing the motto of **smart. cool. safe.** Kids learn that there are times when it's important to be smart and recognize danger, and other times when it's important to be cool by being cautious and thoughtful. Other digital resources from BrainPop, MyBigCampus, and Gaggle, are used with our kids to reinforce netiquette, copyright rules, and build awareness of password protection, and virus prevention.

Troup Middle School students and staff are trained in a similar manner. In addition to the previously mentioned tech apps integration, the district provides four distinct training sessions through TBG Solutions titled *Be Safe in Cyberspace*, *Social Media Awareness*, *Cyberbullying*, and *Sexting* which addresses the requirements of Senate Bill 407 by raising awareness of the outcome of such actions.

Our standard procedures for laptop distribution will be replicated for this 1:1 initiative. Members of the technology department, teachers, and campus administrators will meet with participating students and parents at the beginning of the school year. During that meeting, the aforementioned digital citizenship & cybersafety topics are addressed along with care and handling of the laptops. Students return the Laptop Lending Agreement signed by both the student and parent. The laptops are distributed and training commences. Students are provided a laptop bag to carry the computer and any supporting equipment. If any issues arise with the laptops during the year, the technology department will troubleshoot and correct any problems that can be handled locally. If a laptop has to be returned for warranty work or if the laptop must be taken to a certified Apple company for repairs, a loaner laptop is issued to the student. Once the original machine has been repaired, it is returned to the user and the loaner machine is collected.

At the end of each school year, a designated date is set for each grade level involved in the program and students return their laptops for summer maintenance and repairs. During that designated time, a technician meets with each student to review the current status of the laptop and makes note of any damages or repairs needed. This practice has worked really well.

All laptops are insured under the district's insurance policy. Additionally, TISD "self" insures those items that require repair due to negligence or abuse and that do not meet our district's insurance deductible. Students/parents are then required to pay a \$100 fee for those repairs. Other fees that may be charged to students include the power bricks if lost or damaged while the laptop is in the student's possession. Otherwise, students do not pay a usage fee.

Students and parents receive copies of the Technology Lending Agreement which outlines program expectations for use and care of the laptops. However, teachers may also require students to follow additional rules for use in the classroom. Our teachers recognize that students may not be actively engaged in using a device every minute of every instructional day. For example, they may require students to leave the laptop in the carrying bag at times in order for students to focus on class discussions, a guest speaker, or other topics. Teachers will reinforce expectations for student use and the teacher's classroom guidelines for using the technology in such a manner that it becomes routine. This practice will help with classroom management, create fewer distractions, and help shift the focus from the device to the curriculum.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

TEA Program Requirement 4: Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Troup ISD has adopted digital content for grades 7-8 at the middle school and grades 9-12 at the high school in the core foundation content areas of English Language Arts, Math, Fine Arts, and Science (2 campuses and 4 content areas). The curriculum department and campus staff have redesigned curricula to incorporate new technology and electronic instructional materials including developing strategies so that students may learn at school and home, updating policies to support home Internet usage, providing professional development to incorporate electronic materials, and encouraging the use of electronic instructional materials.

TLPG will expand this program to grade 5-6 in the core foundation content areas.

- | | |
|---|--|
| <ul style="list-style-type: none"> • Digital Content will include: <ul style="list-style-type: none"> ❖ Digital textbooks ❖ eBooks ❖ Podcasts ❖ Digital video content ❖ MyBigCampus | <ul style="list-style-type: none"> • Subjects impacted by this lending program: <ul style="list-style-type: none"> ❖ Science ❖ Math ❖ Language Arts ❖ Social Studies ❖ ESL |
|---|--|

TISD teachers incorporate a wide variety of electronic instructional materials into their lessons every day. A growing number of our teachers have begun to utilize electronic textbooks and the associated web based resources when available from publishers. However, use is limited by the number of devices available to students at school and home.

Seventh and eighth grade students participating in our 1:1 program at Troup Middle School use online textbooks in class and at home. They submit projects online through MyBigCampus, an online learning environment where students engage in dynamic learning, create projects and participate in discussions. They can also access class announcements such as project reminders and deadlines. The social studies teacher utilizes Keynote on her MacBook to create slides for class, as well as create materials needed to complete assignments when students are absent. These are posted to her website using iWeb. Additionally, she posts electronic test reviews and links to websites that have proven to be beneficial to students. Webquests are also conducted in class on occasion. Students use their devices to access Skyward Student Access on a regular basis to track grades and attendance data. **TLGP will replicate this program with 6th grade students through the 1:1 lending program.**

In sixth grade Language Arts, students have limited access, but utilize online resources to research author biographies, gather background information on historical fiction novels, and access sites like TweenTribune.com for age appropriate current event articles. The students have used the computer lab to create PowerPoint presentations and word walls for the classroom, as well as access electronic textbook content. Another example, a multifaceted project takes four weeks to complete due to limited access to technology and Internet. In the language arts class, students utilize digital video cameras, greenscreen and other digital devices to design a commercial to market a Medieval Times project created in science class. Components of the project are the "propaganda types" and "persuasive techniques" learned in language arts.

Likewise, our lead fifth grade science teacher at Troup Elementary has incorporated digital resources as part of her daily instruction. Students access digital content on her MyBigCampus webpage where directions, assignments, links to curriculum content, videos, and other electronic resources can be found. However, this is currently limited to the three computers in her classroom or during the times when the computer lab is accessible. Her integration of digital content has led students to become stronger independent learners, better equipped to explore real-world problems. Additionally, our fifth grade math teacher utilizes Study Island's digital content to reinforce instruction and allow students to practice knowledge application. These students also utilize Math Gizmos, interactive online simulations for math, but have limited access to the three student computers available in her classroom and the computer lab when it is available. With the implementation of a 1:1 iPad initiative, math practice can increase in a variety of ways to include applications that reinforce the process for long division, a skill that many students struggle with. Students also have the opportunity to create songs and movies to help boost knowledge and comprehension of other math topics, making learning more engaging.

Students also actively use *TechKnowledge* in computer labs to build computer and technology literacy. Additional electronic resources are available to students and teachers including BrainPop, KnowSys (vocabulary), OverDrive for eBook access, Google Books, Discovery Education, and many others.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

TEA Program Requirement 5: Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Content and program specific technology integration that has occurred at TISD

Percent of Staff**Completing Topic****Professional Development Topic**

65%	Microsoft Office
100%	Podcasting
100%	Web page development
100%	Smart Board training
100%	Cyberbullying & Social Networking
75%	Apple, Inc. professional development technology integration strand with a focus on the integration of the iPad in the classroom.
35%	Primary and Secondary resources (both digital and print)
100%	General PD in various programs utilized in the district such as Eduphoria's HelpDesk, Skyward, Email, Gaggie (email for students), etc...

Planned Prof Dev

100%	Grade 6-5 teachers will receive training on lending programs, visits successful campuses, electronic materials, and work in small groups to ensure an effective TLGP
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Teachers new to the district each year are assessed and trained during New Teacher Orientation in August. There will be no training provided with TLPG funding.

TEA Program Requirement 6: Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Existing Infrastructure (very brief description):

- TISD has a 10GB fiber backbone to each campus
- Bandwidth 50MB (increasing to 100MB in fall 2014)
- One Windows 2003 server on each campus
- 15 Aruba wireless access points at Middle School
- Lending program in place for 7-12 (2 campuses)
- 15 Aruba APs at Elementary
- Sophos firewall solution
- 1500 computing and mobile devices

In addition to hardware and software infrastructure, the district has put together an extraordinary personnel team of technology experts to maintain and support the backbone of the district's technology department.

Support – TISD's technology lending program is a team effort. Everyone provides some technical support:

- District Technology Director, Shannon Capps
- District Network Manager, Teresa Waggoner
- District Technology Integration Specialist, Randall McGehee
- Campus Technology Specialists
 - Mrs. Amanda Byers is on the elementary campus
 - Mrs. Heather Colvin is at high school and middle school campuses

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

TEA Program Requirement 7: Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Student Internet Access

- Local survey indicates that connectivity to the 18% of grade 6 and 21% of grade 4 students t do not subscribe to an Internet at home. We requested feedback on the following:
 - ❖ Internet access & speed of access
 - ❖ If computers were available in the home and how many were available
 - ❖ Level of computer use (capability) - beginning, intermediate, advanced
- MiFi Hotspots will be loaned to students as needed for Internet access at home. This will be an in kind contribution and no TLPG funds will be used. Data plans will be provided free to students; all access fees will be paid for with local technology budgets. Enough data plans will be purchased to insure 100% of students in grade 6 without Internet connectivity at home have access through MiFi.
- Description of the Verizon MiFi 4G LTE Hotspot:
The Verizon 4G LTE Mobile Hotspot 4510L attaches to a Verizon cell tower and allows you to have Verizon's 4G LTE speeds wherever users go. It also features a multi-color LED service indicator for convenience. This device is compatible with both PCs and MACs. The MiFi 4510L provides an Internet connection for up to 10 WiFi-enabled devices. The Verizon 4G LTE Mobile Hotspot, MiFi 4510L, comes in a slim, compact size for easy travel, is global-ready, and has Auto Connect.
- Community hotspots:
There are several places in the community that students may connect to the Internet via local hotspots, for example at the Dairy Queen, Sonic, or the public library. Students can go to one of these locations by themselves or with a group and work with Internet access.

TEA Program Requirement 8: Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Technology Task deliberately designed the technology department be a cohesive team effort. Everyone provides some technical support:

- Technology Director, Shannon Capps
 - Holds a master of education in Educational Technology and has been directly responsible for the technology program at Troup ISD for 21 years
 - Responsible for oversight of the 1:1 technology lending program at Troup ISD
 - Provides training, prof dev for faculty and students, and maintains oversight of funding and grant programs
- Network Manager, Teresa Waggoner
 - Holds an associate's degree in network management and employed in the technology department for 20 years with a wide variety of additional software & hardware training
 - Responsible for imaging all machines, maintaining the Apple xServe environment, troubleshooting, and training as needed support to teachers and students, also assists with documentation and lending records
- Technology Integration Specialist, Randall McGehee
 - Has 26 years of experience as an educator, holds a Master Technology Teacher certification
 - Housed at the middle school and travel to elementary campus to ensure that support and training are available when needed to teachers and students
 - Promotes integration of technology in the instructional process, builds awareness and enthusiasm among students and teachers, and assists with lending records
 - Works specifically with the students involved in this new grant opportunity, specifically training the students in the Mac programs as well as the basics of Mac operations
- Technologist Specialist for the elementary and middle schools
 - Assists with the 1:1 lending program by helping students attach to network printers, tracking, troubleshooting, inventory and record keeping. When a tech support person is not available, the library assistant will step in and assures that student and teacher needs are met

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 212/904

Amendment # (for amendments only):

TEA Program Requirement 9: Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district technology director will be directly responsible for implementation of the TLPG. She has 21 years experience with grant administration, technology planning, budgeting, purchasing, equipment maintenance, training, and personnel supervision. She will work closely with the campus principal, teachers, and the technology staff to ensure all activities are completed as planned and according to grant guidelines.

The lending process itself will replicate the process already in place for grades 7-12. Grade 5- 6 students and their parent/guardian will be required to attend orientation and training before any equipment is distributed. During that meeting, students return the student and the parent lending agreements and laptops are assigned and distributed. Students are provided a laptop bag to carry the computer, MIFI box (if needed), and any supporting equipment.

If any issue arises with their laptops during the year, the technology department will troubleshoot and correct any problems that can be handled locally. Campus libraries serve as a centralized "HelpDesk". Library personnel document the helpdesk ticket and address immediate needs that are within their scope of technical knowledge such as password issues, adding printers, and other minor support needs. More severe issues are directed to our campus technicians who diagnose the problem and address it as needed. If a laptop has to be returned to Apple for warranty work or if the laptop must be taken to a certified Apple company for repairs, a loaner laptop is issued to the student. Once the original machine has been repaired, it is returned to the user and the loaner machine is collected.

At the end of each school year, a designated date is set for each grade level involved in the program and students return their laptops for summer maintenance and repairs. During that designated time, a technician meets with each student to review the current status of the laptop and makes note of any damages or repairs needed. Such repairs are completed during the summer along with reimaging laptops. This practice has worked really well.

This process relieves classroom teachers for the logistical responsibility of keeping up with the laptops and maintenance. 100% of students in grade 6 will 1X1 access to a laptop therefore no one has to take turns or not have access to equipment when they need it. Equipment will be purchased for grade 5, however, it is not expected that there will be enough TLGP funds for all 74 of grade 5 students to have 1:1 access. Grade 5 teachers will prearrange their technology needs on a rotational basis and two (2) classroom sets of laptops will rotate among the four (4) teachers. This will ensure equal access for students in this grade.

Student training will occur before checking out equipment:

- ♦ Train students on appropriate uses of equipment
- ♦ Train students how to use MiFi
- ♦ Train students relating to use of digital resources
- ♦ Train students in use of Internet safety, Internet responsible use, and Netiquette
- ♦ Practice skills in the classroom before allowed to take home
- ♦ Students must demonstrate grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills"

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Amendment # (for amendments only):

TEA Program Requirement 10: Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district technology director will be directly responsible for implementation of the TLPG. **The lending process itself will replicate the process currently in place for grades 7-12.** Grade 7-12 students and their parent/guardian will be required to attend by an orientation session before any equipment is distributed. During that meeting, students return the student and the parent lending agreements and laptops are distributed. Students are provided a laptop bag to carry the computer and any supporting equipment. If any issues arise with their laptops during the year, the technology department will troubleshoot and correct any problems that can be handled locally. If a laptop has to be returned to Apple for warranty work or taken to a certified Apple company for repairs, a loaner laptop is issued to the student. Once the original machine has been repaired, it is returned to the user and the loaner machine is collected.

At the end of each school year, a designated date will be established for students to return their laptops for summer maintenance and repairs. During that designated time, a technician meets with each student to review the current status of the laptop and makes note of any damages or repairs needed. This practice has worked really well with the current lending programs.

All equipment is insured under the district's insurance policy. Additionally, TISD "self" insures those items that require repair due to negligence or abuse and that do not meet our district's insurance deductible. Students/parents are then required to pay a \$100 fee for those repairs. Other fees that may be charged to students include the power bricks if lost or damaged while the laptop is in the student's possession. Otherwise, students do not pay a usage fee.

TEA Program Requirement 11: Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Troup ISD has an approved *Technology Lending Agreement* for grades 7-12 (2 campuses) in place. The technology task force developed this when the lending program first began in 2008 and has been systematically updated to include current practices. The Troup ISD Student/Parent Laptop Lending Agreement evolved over the past eight years of our lending program. Initially, TISD patterned the lending agreement after the lending programs at Bryan ISD & Kline ISD. Through various experiences with transfer students, late enrollees, and other situations, our lending agreement has changed to address a variety of circumstances and needs.

Program information and the lending agreement are provided to students and parents during the first week of school. We require that the signed agreements be returned before devices are issued to students. During our required orientation and training sessions, we stress to both parents and students that the loan of a laptop is a privilege afforded to them by local, state, and federal funds. Student expectations for care and treatment, as well as HelpDesk procedures are outlined as part of the lending agreement and during our orientation sessions. Digital Citizenship and Cybersafety are also stressed.

TISD's Technology Lending Agreement reflects student needs, an existing Responsible Use Policy, and provides that the student will use the Internet solely for educational purposes. The Technology Lending Agreement verifies that students receiving Internet access at home have demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS).

See attached copy of *Troup ISD Student/Parent Laptop Lending Agreement*

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